

Candidate Information Bulletin



STATE OF UTAH Esthetician Examination

Examinations

- Utah Esthetician Theory Examination
- Utah Law and Rules Examination
- Utah Esthetician Practical Examination

Introduction

The State Board Examination Program is designed to test the candidate's knowledge, skills, and abilities to practice and to determine whether the candidate is prepared to assume responsibility for the safety and welfare of the public.

This *Bulletin* is a guide for the candidate. If you have additional questions, you may contact the Division of Occupational and Professional Licensing (DOPL) concerning licensing questions, and contact Experior Assessments™, LLC (Experior) concerning questions on the examination process. **The Examination Registration Form and documentation is mailed to Experior, NOT to the DOPL.**

Registering for the Examination

Specific Theory and State Law examinations are administered five days a week (Monday through Friday) at Experior located at 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, and once each month in the St. George area. Register for the examination either:

1. **By Mail.** Complete the enclosed Application for Admission to Licensing Examination and return it by mail to Experior with your examination fee(s) made payable to Experior. You will be scheduled for an appointment at the first available time approximately one week after your application is received. Experior will mail you an Admission Letter providing you with the exact date and time of your examination.
2. **By Telephone.** You can schedule your appointment by calling Experior at 801.355.5009, between 8:30 a.m. and 4:30 p.m., Monday through Friday. Simply pay for your examination with a major credit card (MasterCard or Visa).

Payment must be made in advance. You may reschedule your Theory and/or Law examination for a

\$10 rescheduling fee up to the time of your appointment. If you fail to appear for your appointment or are not admitted due to lack of proper identification, your examination fee will be forfeited and you must reapply for the examination. No exceptions are allowed.

Examination fees will not be refunded and are not transferable.

Due to the logistics of scheduling a Practical performance examination, you may not reschedule this examination. If you and/or your model fail to appear, missed your scheduled time or were not admitted due to lack of proper identification, your fee will be forfeited and you must reschedule.

Licensure Process

Upon completion of all licensure requirements including passing all examination(s), submit a complete application for licensure to:

By U.S. Mail

Division of Occupational and Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational and Professional Licensing
160 East 300 South, 4th floor
Salt Lake City, Utah 84111

Applications for licensure are available on the Internet at www.dopl.utah.gov

You may also obtain licensure applications from:

Experior

5486 South 1900 West, Suite C
Taylorsville, Utah 84118
801.355.5009

E-mail: contactus@experioronline.com

In the subject you must specify: **UT Cos**

Web site: www.experioronline.com

Fees (subject to change)

The fee for the Utah Esthetician Theory Exam and Utah Law and Rules examination is **\$65**. Fee includes same-day theory or law score. If you retake one part of the Theory or Law examination the fee is **\$50**.

The fee for first-time and retake candidates for the Utah Esthetician Practical examination is **\$75**. Same-day scoring is not available for the Practical examination.

Therefore, a candidate scheduling for all three examinations would have a total fee of **\$140**.

Computerized Testing for Theory and Law Exams

Examinations are administered using Experior user-friendly, Microsoft Windows®-based, computerized examination system. Experior uses IBM compatible personal computers, similar to what you may have at home or in your business. **You do not need computer experience to use this system.** In fact, you only use five keys on the entire keyboard to take the examination. (The other keys are disabled. There is no way you can damage your examination by accidentally touching a wrong key.)

Before you begin your examination, you are allowed to take a short practice examination to become familiar with the computer examination system. A friendly Experior examination administrator will help you if you need further assistance.

You will receive your score at the conclusion of the examination.

Walk-In Computer Theory and Law Testing

You may simply walk in and take the examination on a space-available basis for an additional \$10 fee. No reservation is required. The examination fee, plus the walk-in fee, must be paid before taking the examination.

Practical Examination Information

See the attached schedule for examination dates and locations. Examination dates and locations are dependent on candidate volume. It is possible that all sites will not test on all dates listed. You should select first and second choices on your Application Registration Form.

Candidates with Special Needs

If you require a special examination accommodation under the *Americans with Disabilities Act* (ADA), please contact Experior to obtain an Accommodation Request Form. Reasonable examination accommodations are provided to allow candidates with documented disabilities, which are recognized under the *Americans with Disabilities Act* (ADA), an opportunity to demonstrate their skills and knowledge. Candidates should submit professional documentation of the disability with their application to help determine the

necessary special arrangements. Thirty days advance notice is required for all special arrangements. There is no additional charge for these accommodations.

Note: If English is your second language, a language barrier is not considered a disability.

What to Bring with You to All Examinations

- A current, valid, clearly recognizable picture identification. (current driver's license preferred)

If you do not provide appropriate identification, you will not be permitted to take your scheduled examination and you will forfeit your fee.

How to Take Your Examination

All examinations are closed book. No reference materials, notes, cellular telephones, pagers or beepers are permitted. Briefcases, backpacks, purses, bags, etc. must not be taken into the Theory and Law examination room.

You may not eat, drink or use tobacco in the examination room.

General Policies and Procedures

Security Policies

Irregularities observed during either the Theory or the Practical examination administration, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove examination information by any means, possession of unauthorized notes or equipment, or sharing supplies may be sufficient cause to end your examination participation, or to invalidate or cancel scores. Irregularities may be identified by observation or suspicion by the examination center staff, or may be evidenced by subsequent statistical analysis of examination materials.

Experior reserves the right to investigate each incident of misconduct or irregularity and will report such problems directly to DOPL. DOPL makes all final decisions on examination score invalidations and cancellations.

Irregularities may result in your inability to test for a stated period of time or cause testing to take place under special conditions.

No visitors, guests or children are allowed in the examination center.

Copyrighted Exam Questions

All examination questions are the copyrighted property of Experior Assessments™, LLC. It is forbidden under

federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Emergency Policy

In the event of inclement weather or a similar emergency, a scheduled examination may be canceled or delayed. However, due to the problematic logistics of a cancellation, this decision is made only in rare instances, and at the discretion of the Experior. If an examination center is open for testing and you choose not to appear for your scheduled examination, your fee will be forfeited and you will need to reschedule your examination.

If you have concerns, contact Experior.

Environmental Distracter

Although Experior makes every attempt to provide an environment conducive to testing, outside noise and room temperature fluctuations are sometimes unavoidable problems. You may wish to dress in layers so you can easily adapt to a cooler or warmer climate in the examination room.

Score Information

Each computer-based Theory and Law examination is scored the same day it is administered. To ensure your confidentiality, no examination scores are given over the phone.

A score of 75 or higher is needed on the Esthetician Theory, Utah Law and Esthetician Practical examinations in order to pass that particular examination.

An overall score of 75 or higher plus a 75 or higher in each of the designated critical areas is needed in order to pass the Esthetician Practical examination. If you receive a 75 or higher and fail one or more critical areas, you need only take that critical area that you failed. If you receive a score of 74 or below, you must retake the entire examination.

If you do not pass the examination, you may request a strength and weakness report. This will help you determine areas where more study is needed before you retake the examination. The fee for this report is **\$15** per examination. (The report is only available for your most recent examination.) You must send a **written** request to Experior after being notified of your score.

Appeal Committee

Our goal at Experior is to provide a quality examination and a pleasant testing experience to every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. To facilitate this, we provide an opportunity at the end of your exam to make comments, and your comments will be reviewed by Experior personnel, but you will not receive a direct response. You may also contact one of our Candidate Support Specialists at 800.326.3926 to discuss your concern. The Candidate Support Specialist will direct inquiry to the appropriate individual for response.

We try to resolve candidate concerns at the examination site or on the phone whenever possible. If you feel that your concern has not been resolved, you must put your comments in writing to the following address:

Experior
ATTN: Appeal Committee
1360 Energy Park Drive
St. Paul, MN 55108-5252
Fax: 800.347.9242

If your concern is regarding the content of the exam, you must mail your concern to Experior, as only original signatures can be accepted. No faxes are allowed. If your concern is regarding registration, scheduling or examination administration, (examination site procedures, equipment, personnel, etc.), you may either mail or fax your concern to Experior. In your letter, include your name, your Social Security number, the name of the examination, the date you tested and a specific description of your concern and the relevant facts surrounding it. Experior will investigate your concerns and you will receive a response in writing from the Appeal Committee within 10 business days of receipt at Experior.

Esthetician Theory Examination Outline

The examination consists of 100 multiple-choice. You will have two hours to complete the examination. A score of 75 or higher is required to receive a passing grade. An approximate percentage is provided.

- | | |
|-------------------------------------|------------|
| 1. General Concepts | 15% |
| A. Sanitation and Infection Control | |
| B. Client Protection | |
| C. Salon Ethics | |
| D. Salon Management | |

2. Applied Anatomy 30%

- A. Histology of Skin
 - 1. Cell
 - 2. Tissue
- B. Dermatology

Points 1-5 below apply to A and B above:

- 1. Structure of Skin and Glands
- 2. Functions of Skin and Glands
- 3. Conditions of Skin and Glands
- 4. Characteristics of Skin
- 5. Nutrition

3. Skin Treatments 30%

- A. Facial Massage
- B. Limited Chemical Exfoliation
- C. Limited Manual Lymphatic Drainage

Points 1-5 below refer to A, B and C above:

- 1. Benefits
- 2. Analysis
- 3. Preparation
- 4. Manipulations
- 5. Safety Measures

4. Hair Removal 5%

- A. Waxing
- B. Tweezing
- C. Depilatories
- D. Safety

5. Makeup 20%

- A. Purpose and Effects
- B. Supplies and Implements
- C. Preparation
- D. Procedures
- E. Safety Measures

State Laws and Rules Examination

This examination is a closed-book examination that consists of 50 multiple-choice questions. You will have two hours to complete this examination. A score of 75 or higher is required to receive a passing score.

State Laws and Regulations 50 Questions

Suggested References

Examination questions are developed from industry standards. This examination emphasizes information presented in these references.

Milady's Standard Textbook of Cosmetology,
Delmar Publishers, 800.347.7707

Milady's Standard Textbook of Estheticians, Delmar
Publishers, 800.347.7707

*Salon Fundamentals: A Resource for Your
Cosmetology Career*, Pivot Point International, Inc.
800.886.4247

Utah State Laws, Rules and Regulations

Utah Law and Rules Examination References

A Study Guide (consisting of two booklets) has been prepared to assist you in preparing for the Law examination. This Study Guide includes a content outline listing the sources from which the examination was developed and relevant sources (i.e., state statutes, rules, etc.). The cost of the Study Guide is \$15 (plus shipping/handling and tax). You may order this Study Guide by calling Experior or by completing and submitting the enclosed Order Form. **All sales are final.**

Practical Examination

The practical portion consists of actual demonstrations. You are required to bring a kit containing all the required supplies, proper identification (see "What to Bring to the Examination" section) and a model.

Mannequins are not permitted. Make sure that your model reads and understands this portion of the Bulletin and signs the Model Affidavit. The Model Affidavit will be included with your Admission Packet and it is to be given to the administrator at the examination site.

The model **may not** participate in any way during your examination, for example, there is to be no talking or handing you supplies, etc.

The model must be at least 16 years old. The model must be appropriate for examination purposes. The face must be clean, free from skin disease, wear no make-up and have eyebrows that can be shaped and tweezed.

You will be given instructions before beginning each service. Be aware that an examiner is always rating you. The examiners will rate more than one person for each service. If for some reason, your performance is not observed, you may be requested to repeat a task.

Each service on the Practical examination has a time limit. If you do not complete the work within the time limit you will be graded appropriately. The practical examination takes approximately 1 ½ to 2 hours to complete.

During the Practical examination, you must follow all appropriate rules for client protection that will ensure the health, safety and welfare of the public. This includes personal preparation and infection control, as well as proper draping of your model or mannequin in addition to being in control of your kit at all times as a safety issue.

If a blood spill should occur, you are responsible for following the blood spill procedure as it is explained at the examination site. **If you do not follow the blood spill procedure, you will automatically fail that service.**

You are responsible for bringing your own supplies. You are required to bring a sufficient quantity of supplies as listed below, in sanitary condition, including the required instruments in proper working order, and client protection draping. **All bottles, jars and containers must be labeled.** The kit will be used during the examination as a dry sanitizer. You may not borrow from another candidate or from the examination site location.

What to Wear and Bring to the Practical Examination

1. Your model. See model requirements.
2. Current, valid photo identification (driver's license)
3. Model Affidavit and Candidate Admission Letter
4. The candidate must appear in a proper, clean professional attire. **IF YOU WEAR A SMOCK OR UNIFORM, THE NAME OF YOUR SCHOOL MUST NOT BE VISIBLE.**
5. The candidate's personal appearance must be neat and clean.
6. Model draping protection
7. The following beauty kit (equipment and supplies) must be brought to the examination in quantities to complete the services required.:
 - Body cloth and head band (optional)
 - Cotton/cotton pleggets
 - Towels - five minimum
 - Facial cleansing cream
 - Massage cream (emollient cream)
 - Astringent/Toner
 - Sanitizer for candidate's hands
 - Facial tissue and Paper towels
 - Bag for disposal of waste materials
 - Spatula, applicators, toothpicks, etc.
 - Tweezers
 - Cold wax material or product for mock
 - Mask or pack
 - Means of showing that implements have been disinfected, i.e. implements in a zip lock bag that is labeled "Disinfected/Sanitized Implements"

Practical Examination Description

Safety, Sanitation and Infection Control

(Tasks are included in the services shown below.)

Infection control includes proper care of your workstation, which includes a safe environment. You must demonstrate appropriate personal hygiene, client protection and infection control. When you complete your examination, you will clean your chair, table, stool and all of your surrounding areas. You must maintain control of your kit at all times in order to have a safe environment.

Client Protection and Set-Up

You will be required to set-up your workstation to perform the practical examination. Your model will drape for the examination. You will be observed for safety and infection control.

Time Allowed: 10 minutes

8 tasks

Cleansing the Skin Service

You will cleanse your models skin and apply a freshener/toner/astringent. You will be observed for safety and infection control.

Time Allowed: 10 minutes

9 tasks

Steaming the Face Service

You will prepare your model for the steaming section of the examination. You will only use one towel for this task. You will be observed for safety and infection control.

Time Allowed: 10 minutes

5 tasks

Massaging the Face Service

You will apply the massage cream, perform facial manipulations and remove the massage cream. You must include effleurage, petrissage and tapotement as part of the demonstration. You will be observed for client protection and infection control.

Time Allowed: 15 minutes

11 tasks

Application of the Mask Service

You are to apply and remove a mask. You will be observed for client protection and infection control.

Time Allowed: 10 minutes

8 tasks

Eyebrow Arch Service (Tweezers)

You will remove excess hair with tweezers from the eyebrow area on one eye only. A line change must be observed. You will be observed for client protection and infection control.

Time Allowed: 10 minutes

8 tasks

Eyebrow Arch Service (Mock Cold Wax)

In a mock demonstration, you will remove excess hair with cold wax from the eyebrow area on one eye only. You will be observed for client protection and infection control.

Time Allowed: 10 minutes

10 tasks

Task Statements

Client Protection and Set-Up

1. Disinfects hands
2. Disinfects client's chair and table area
3. Applies cover over the chair
4. Uses sanitized disinfected implements (scissors, tweezers, etc.)
5. Arranges implements and supplies
6. Applies body drape securely
7. Applies head drape securely
8. Disposes of soiled material in a safe, sanitary manner

Cleansing the Skin Service

9. Disinfects hands
10. Removes cleanser from container in a sanitary manner
11. Distributes cleanser over entire face
12. Applies cleanser without dragging or pulling the skin
13. Removes eye make-up safely and completely
14. Removes lipstick complete using proper technique
15. Removes all residual make-up and cleanser thoroughly
16. Applies toner, freshener or astringent
17. Disposes of soiled material in safe, sanitary manner

Steam the Face Service

18. Disinfects hands
19. Wrings out wet towel thoroughly
20. Drapes towel to cover face so that nose and mouth are not covered
21. Properly removes towel from face
22. Disposes of soiled material in a safe, sanitary manner

Massaging the Face Service

23. Disinfects hands
24. Removes massage product from container in a sanitary manner
25. Applies the product over the entire face
26. Demonstrates effleurage – stroking movements
27. Demonstrates petrissage – kneading movements
28. Demonstrates tapotement – tapping movements
29. Massages with continuous movements while maintaining contact

30. Thoroughly removes massage product without pulling the skin
31. Applies astringent, toner or freshener
32. Disposes of soiled material in a safe, sanitary manner
33. Maintains hands and work area in a safe, sanitary condition

Application of the Mask Service

34. Disinfects hands
35. Removes product from container in a sanitary manner
36. Applies mask excluding eyes, lips and nasal passages
37. Applies mask product smoothly and evenly.
38. Removes all residual mask thoroughly
39. Applies an astringent or freshener
40. Applies moisturizer
41. Disposes of materials in safe, sanitary manner

Eyebrow Arch Service with Tweezers

42. Disinfects hands
43. Uses sanitized/disinfected tweezers
44. Sanitizes eyebrow area
45. Analysis eyebrow placement according to facial features
46. Holds skin taut while removing hairs
47. Removes excess hair following the natural direction of hair growth
48. Applies astringent or antiseptic to treated area of the eyebrow
49. Disposes of materials in a safe, sanitary manner

Eyebrow Arch Service with Mock cold Wax

50. Disinfects hands
51. Uses disinfected or disposable implements and supplies
52. Sanitizes brow to be waxed. Disinfects brow to be waxed
53. Dries area to be waxed
54. Removes wax from container in a sanitary manner
55. Applies wax in direction of hair growth
56. Applies fabric over wax
57. Holds skin taut while pulling fabric opposite of hair growth
58. Applies antiseptic to treated area
59. Disposes of soiled materials in a safe, sanitary condition